



Installation and User Guide

for Mac® OS X (10.3 and newer including Leopard)
Mac Capture 1.0



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Table of Contents

About...	6
Setup	7
Minimum System Requirements	8
Installation & Configuration	9
Hardware Setup	10
Software Setup	12
Connecting the Software to the Receiver	13
Capture Preferences	14
Hardware Settings	15
Hardware Not Detected	16
Bluetooth Wireless Configuration	17
Calibration	19
Shortcut Strip for Whiteboard	20
Getting Started	21
Capture	22
Capture Views	22
What is a Meeting?	25
Capture Elements	26
Capture Menus	28
Capture Menu	28
File Menu	29
Edit Menu	31
View Menu	33
Page Menu	35
Sharing Menu	37
Tools Menu	38
Window Menu	39
Help Menu	40
Capture Toolbar	41
Capture Annotation Toolbar	44
Replay	45
Sleeve Settings	46
Automatic File Saving	47
Software Updates	48
Supported File Types	49
Shared Meetings	50
What is a shared meeting?	50
Hosting/Sharing a Meeting	51
Adding a Meeting Server	53
Join a Meeting	54
Sending an Invitation	56
Accepting an Email Invitation	57
Proxy Server Setup	58
Participants	59
Chat	61

Troubleshooting	62
Interactive Hardware Detection	62
Data Capture	63
Shared Meetings	64

About...

eBeam Capture Software

Version 1.0

eBeam Capture software makes it easy to develop, organize and communicate the content of your interactive meetings.

- Record notes from your whiteboard in real-time.
- **Share** your Capture Pages over the Internet/intranet with anyone, anywhere. Changes to the Page are shared in real-time. Allow remote participants to log in and annotate the presentation in real time.
- Save recorded meeting notes to disk in a number of different formats.
- Work with annotations and text boxes as **Capture elements**. Move, rotate, resize, group, and copy/paste any element.
- **Replay**, edit, and annotate Capture Pages and then attach them to e-mail messages, faxes, or simply print.
- Automatically **save** your meeting file to ensure that you never accidentally lose an important set of notes or a presentation.

Setup

Minimum System Requirements

Installation & Configuration

Minimum System Requirements

- Mac OS X 10.3.x - 10.4.x
- Power Mac G3, 400 MHz
- 192 MB RAM
- 10 MB available hard drive space
- 65K color SVGA or comparable high performance video card
- CD-ROM drive or Internet connection (for software installation)
- Internet connection (for participating in shared meetings)
- One available USB port or Bluetooth connection
- Digital projector attached to computer

Installation & Configuration

Hardware Setup

Software Setup

Connecting the Software to the Receiver

Capture Preferences

Hardware Settings

Hardware Not Detected

Bluetooth Wireless Configuration

Calibration

Shortcut Strip for Whiteboard

Hardware Setup

The following describes a typical setup for the eBeam Whiteboard USB or Bluetooth Wireless receivers and related hardware.

Note: If you are not using hardware provided by eBeam, see your OEM hardware setup manual for instructions.

Interactive Marker Pen Set Up

eBeam Whiteboard products work with interactive Marker Pens. The number of interactive Marker Pens included in the box varies by product type. The Marker Pens are color coded for use with black, red, blue, and green dry-erase markers. However, it is possible to accurately use other dry-erase marker colors by setting the color in **Sleeve Settings**.

Installing the Batteries

The interactive Marker Pens use coin cell batteries (size CR2032), inserted with the plus (+) side up. If you place a battery in a Marker Pen backwards, the Marker Pen will not activate and send its signal and your drawing will not be recorded by Capture.

To install batteries in an interactive Marker Pen:



1. Unscrew the end cap of the Marker Pen by turning it counterclockwise.
2. Insert two new coin batteries with the plus (+) side up.
3. Screw the cap back on clockwise.

Keep in mind that batteries need to be replaced periodically. Always use use new coin cell batteries (size CR2032), inserted with the plus (+) side up.

Installing the Dry-Erase Marker

The Marker Pens were designed for use with EXPO dry-erase markers. If you use a marker other than EXPO that does not fit properly in the Marker Pen case, **you may damage the Marker Pen**. It is also possible to wedge the marker so that the Marker Pen continuously transmits, thereby interfering with the other Marker Pens or the interactive Eraser. If this happens, written/erased data may not be captured correctly.

To install the dry-erase marker into the interactive Marker Pen:



1. Press the ridged release button on the side of the Marker Pen to open the marker compartment.
2. Remove the cap from the Sanford EXPO dry-erase marker with the same color as the color ring on the Marker Pen, and slip the dry-erase marker into the Marker Pen.

Please note, that system detects the color of the interactive Marker Pen, not

the color of the dry-erase marker.

3. Close the Marker Pen compartment.

Remember that eventually your EXPO dry-erase markers will dry up or run out of ink and should be replaced. Note that you can greatly extend the life of your dry-erase markers by making sure you cap your interactive Marker Pen between uses using the interactive Marker Pen cap provided. The EXPO cap will not fit on the dry-erase marker once the dry-erase marker has been installed into the interactive Marker Pen.

Attaching the System 3 Receiver Mounting Brackets

The package contains the following receiver mounting options.

- suction cups
- command adhesive
- magnetic mounting brackets

The System 3 receiver is often pre-attached to the suction cup mounting bracket. To detach any of the mounting brackets from the System 3 receiver, position your thumbs at bottom corners of the bracket and push up; the bracket should easily snap off.

To secure brackets to the receiver, position the desired bracket over the back of the receiver and snap it into place. To permanently fasten the receiver, use the clear mounting bracket -- the one without suction cups. Fasten the receiver to the mounting surface through the holes in the clear mounting bracket.

Note: For best performance, always secure your receiver to either the left or right top corners of the mounting surface (e.g., whiteboard).

See the Bracket Mounting Guide for more detailed instructions on mounting.

Cable Setup

- **USB Only:** Connect the USB cable to the System 3 receiver by inserting mini-b connector (smaller connector) into the connector slot on the receiver. Connect the USB A connector to your computer.
- **Bluetooth Wireless:** The Bluetooth receiver can communicate wirelessly to other devices, but it must be connected either to the PC or to its own power block with a USB cable. Insert the mini-b connector (smaller connector) into the connector slot on the System 3 receiver, then Connect the USB A connector either to your computer or to the power block.

Important: The receiver must be connected via USB to a PC in order to be configured with the Wireless Configuration Utility.

Software Setup

The Capture software can be installed from the installation CD that came in the box. A CD-Key may be posted on the installation CD. Keep or record the CD-Key for access to registration, updates, and support.

Connecting the Software to the Receiver

Each time you launch the Capture software, the software will attempt to connect to your interactive receiver.

Connect

Be sure you have performed the **Hardware Setup** for your receiver before attempting the software-to-receiver connection.

1. Launch Capture.
2. If the **Welcome** dialog appears, your device may require additional setup. See **Hardware Not Detected**.

Receivers:

- **USB Only:** This type of receiver should be detected immediately. If the receiver is not detected, see **Hardware Not Detected**.
 - **Bluetooth Wireless:** Bluetooth Wireless receivers should be detected automatically, but may require an extra step to allow the software to connect properly. See **Bluetooth Wireless Configuration**.
3. After you connect, you will be prompted to **calibrate**.

Capture Preferences

Select **Preferences** from the **Capture Menu** or the **Tools Menu** to open the **Capture Preferences** dialog box.

There are five tabs that can be accessed in the **Capture Preferences** dialog box.

- **General** - Adjust your **Automatic File Saving** options.
- **Hardware Settings** - Adjust hardware connection settings.
- **Sharing** - Edit your **Proxy Server Setup**.
- **Page Layout** - Set header and footer options for your printed Pages.
- **Update Software** - Adjust your **Software Updates** options.

The **Restore Defaults** button restores default settings for all tabs.

Hardware Settings

The **Hardware Settings** tab in the **Capture Preferences** dialog box allows you to set up a connection between the software and the hardware, and to set hardware preferences.

If your receiver is not detected, see **Hardware Not Detected**. If you are not using hardware provided by eBeam, see your OEM hardware setup manual for instructions.

Connection	<ul style="list-style-type: none">● Autodetect: If Autodetect is selected, the software will automatically attempt to connect to interactive hardware on any available USB port or Bluetooth device.● Connect To: The Connect To option allows you to manually specify which port to connect to the hardware on.
Bluetooth Preferences...	Opens the Bluetooth panel of System Preferences, which allows you to add and configure Bluetooth devices. See Bluetooth Wireless Configuration for more information.
System Profiler...	Opens the System Profiler application, which can be used to provide more information to Technical Support if necessary.

Hardware Not Detected

Each time you launch the interactive software, the software will attempt to connect to your interactive receiver.

When the software does not detect an interactive receiver, it opens a detection dialog (the Welcome dialog box). If your interactive receiver is not detected:

- Make sure the hardware is set up properly, powered up, and connected to your computer. Refer to the setup instructions included in the product box and in **Hardware Setup** or **Bluetooth Wireless Configuration**.
- Is the correct communication port selected? It is possible to specify the port to try to connect to by opening the **Capture Preferences** dialog box.
- If Autodetect is selected, change the setting to connect using Connect To and attempt the connection again.
- If you have attached an interactive receiver to a USB hub, plug the USB cable directly into the computer instead and then try to **Search Again** from the Welcome detection dialog.
- See also **Troubleshooting - Interactive Hardware Detection**.

The detection dialog allows you to do the following:

Bluetooth Setup	Opens the Bluetooth Setup Wizard. This allows you to see whether your Bluetooth receiver is connected, or set up a new connection.
Search Again	Searches all available ports for an interactive receiver.
Cancel	Use this button if you do not have an interactive receiver but wish to join a meeting.

Note: Sharing is available only when an interactive receiver or security key is detected by the software.

Bluetooth Wireless Configuration

When you are using a Bluetooth Wireless interactive receiver, the first thing you need to do is to establish a connection between the receiver and your computer. To establish a connection, your computer must have built-in Bluetooth, or you need to be using a Bluetooth adaptor. See the Apple Support website for more information.

Select one of the following links for a description of how to establish a connection between your computer and the Bluetooth interactive receiver.

- **Setup on Mac OS 10.4 (Tiger)**
- **Setup on Mac OS 10.3 (Panther)**

Setup on Mac OS 10.4 (Tiger)

1. Make sure your Bluetooth hardware is connected to your computer and your Bluetooth interactive receiver has power.
2. Start the Capture software.
3. When the Welcome dialog appears, select the Bluetooth Setup button to open the Bluetooth Setup Assistant.

Note: An alternative way to access the Bluetooth Setup Assistant is to select **Preferences** from the Tools menu. Select **Hardware Settings** and select the Bluetooth Preferences button to open the Mac Bluetooth Setup dialog box. Select Devices, and then Select the Set Up New Device button to open the Bluetooth Setup Assistant.

4. At the Introduction screen, select the Continue button.
5. At the Select Device Type screen, choose Any Device, and select the Continue button.
6. At the Bluetooth Device Set Up, Searching For a Device screen, select your interactive receiver (the default name is generally eBeam [xxxxxx]) name.
7. Select the Passkey Options button, choose the Do not use a passkey for this device option, and select the OK button.
8. Select Continue.
9. At the final screen, select the Quit button.
10. At the Your receiver could not be detected dialog, select the Search Again button.

Your interactive software has now established a connection with your Bluetooth interactive receiver.

Setup on Mac OS 10.3 (Panther)

1. Make sure your Bluetooth hardware is connected to your computer and your Bluetooth interactive receiver has power.

2. Start the Capture software.
3. When the Welcome dialog appears, select the Bluetooth Setup button to open the Bluetooth Serial Utility.

Note: An alternative way to access the Bluetooth Serial Utility is to open the Mac System Preferences dialog and choose the Bluetooth icon from the Hardware section.

4. Select the New button and enter the following information.
 - Type in a name for your Bluetooth receiver.
 - Choose Outgoing.
 - Select the Select Device button to search for your interactive receiver (make sure it's plugged in).
 - Click the Search button.
 - When your Bluetooth interactive receiver is found in the Device column, select the receiver name, and double-click White Board to choose the receiver as the device.
 - Select Port Type: RS-232.
 - Select OK.

Your receiver is now shown in the Bluetooth Serial Utility.

5. Close the Bluetooth Serial Utility.
6. At the Your receiver could not be detected dialog, select the Search Again button.

Your interactive software has now established a connection with your Bluetooth interactive receiver.

Calibration

What is Calibration?

The software requires set of reference points area so the software can correctly map your whiteboard size. The calibration process requires you to use the interactive Marker Pen to tap 2 separate corners on your whiteboard.

Whenever you move the interactive receiver you will need to recalibrate.

Calibrating Your Software

To calibrate:

1. Set up the hardware as illustrated by the setup instructions included in the box.
2. **Connect** the software to the hardware.
3. To start the calibration:
 - o When prompted to calibrate, select Yes, or
 - o Select **Calibrate Capture Area** button from the **Tools** menu.

Shortcut Strip for Whiteboard

The **Shortcut Strip for Whiteboard** allows you to issue **New Page** and **Print Page** commands directly from your whiteboard without having to go to your computer.

Set up the Shortcut Strip on a Whiteboard

1. Peel the **Shortcut Strip** off its backing and apply the strip along an edge of the image area. The Shortcut Strip is best positioned along the bottom or side edge.
2. Select **Tools Menu** > Shortcut Strip > **Calibrate Shortcut Strip**.
Note: If you have not previously **calibrated** the capture area, the Calibrate Shortcut Strip option will be disabled.
3. When indicated by the on-screen calibration dialog box tap the upper-right and then lower-right corners of the Shortcut Strip with an interactive Marker Pen.
4. Click **OK** in the calibration dialog box or wait for the timer to expire. Capture now shows the location of the Shortcut Strip within the **Active Page**. Capture saves the calibrated location of the Shortcut Strip from one session to another.

Disable the Shortcut Strip

If you remove the **Shortcut Strip** from the whiteboard, you must also disable it in the software. If the Shortcut Strip is still enabled in the software, even though you have physically removed the strip from the whiteboard, Capture might mistake taps on any area previously calibrated as the Shortcut Strip area for a New Page or Print Page command.

There are two methods of determining whether the Shortcut Strip is enabled or disabled:

- Check whether the Shortcut Strip icon appears in the **Active Page**. If the icon appears, the Shortcut Strip is still enabled.
- Check the menu by choosing **Shortcut Strip** from the Tools Menu. If there is a checkmark by the **Enable** menu option, then the Shortcut Strip is still enabled.

To disable the Shortcut Strip, choose **Shortcut Strip** > **Enable** from the Tools Menu.

The checkmark to the left of the Enable menu item disappears and the Shortcut Strip icon disappears from the Active Page.

If you enable the Shortcut Strip again during the same meeting session, the location of the Shortcut Strip is restored without having the calibrate. However, if you close and then re-launch Capture, you must recalibrate.

If you change the location of the Shortcut Strip on the whiteboard at any time, you must recalibrate.

Getting Started

The following page discusses the basics for quickly **getting started** with Capture.

1. Setup

To capture your whiteboard notes, you first need to make sure that the interactive hardware used with the Capture software is properly set up and calibrated. See **Hardware Setup**, **Software Setup**, **Connecting the Software to the Receiver**, **Calibration**, and **Shortcut Strip for Whiteboard**.

2. Navigating the software

The following table lists commonly used features and where to find them.

Feature Type	Location
Hardware Settings (USB, COM, Bluetooth)	Capture Preferences - Hardware Settings
Capture application options such as Autosave and Software Updates	Capture Preferences
Real-Time shared meetings	Sharing Menu. See Hosting/Sharing a Meeting .
Replay	View > Toolbars > Replay
Save, print, and email your *.wbd file	File Menu

3. Capture your whiteboard notes

Draw on the whiteboard using an interactive Marker Pen. The interactive Marker Pen should make a quiet buzzing sound when the pen tip touches the whiteboard. The sound indicates that it is sending it's signal to the interactive receiver. See **Hardware Setup**.

4. Double-check your setup

While you learning to use Capture, periodically check the software window. Does it look like all of your notes have been captured? If not, make sure that:

- o the software is connected,
- o you are pressing the pen hard enough to hear the buzzing sound while drawing, and
- o make sure that you are on the **Active Page**.

Capture

Capture Views

Capture gives you two ways to look at your whiteboard notes: as a Page, or as a Thumbnail. Pages and Thumbnails are combined to create views. Capture has four **view** options:

- **Page and Thumbnails View**
- **Thumbnails View**
- **Page View**
- **Full Screen View**

Switching Between Views

You can switch between views using the **View** menu or the **Capture Toolbar**. To switch to a view:

- **Page and Thumbnails View:**
 - Choose View > Normal, or
 - Press Command+1, or
 - Select the **View Page and Thumbnails** button from the **Capture Toolbar**.
- **Thumbnails View:**
 - Choose View > Thumbnails, or
 - Press Command+2, or
 - Select the **View Thumbnails** button from the **Capture Toolbar**.
- **Page View:**
 - Choose View > Page, or
 - Press Command+3, or
 - Select the **View Page** button from the **Capture Toolbar**.
- **Full Screen View:**
 - Choose View > Full Screen, or
 - Select the Full Screen button from the **Capture Toolbar**.

Page and Thumbnails View

When the Page and Thumbnails View is selected, a scrollable column of Thumbnails is displayed on the right side of the Capture window, while one full Page is displayed on the left side of the Capture window. Features of the Page and Thumbnails View include:

- Scrollable column of Thumbnails for viewing all Pages included in the Capture meeting.
- Sizable Thumbnails column. Resize by dragging the boundary between the Thumbnails and the Page.
- Click on any Thumbnail to display its large view as the Page on the left side of the Capture window.
- Move, rotate, and resize Page **elements** on the Capture Page.
- Page Selection tools in the **Capture Toolbar**.
- Meeting file Replay. (Page and Thumbnails View or Page View only).
- Page annotation using the **Capture Annotation Toolbar**.

Thumbnails View

When the Thumbnails View is selected only Thumbnails are displayed in the Capture window. The Thumbnails View is very useful for giving you a summary of the Pages in your meeting and allowing you to find individual pages rapidly. Features of the Thumbnails View include:

- Scrollable column of Thumbnails for viewing all Pages included in the Capture meeting.
- Instantly display Thumbnail in Page View with a double-click of your mouse.

Page View

When the Page View is selected, only a single Page is displayed in the Capture window. Features of the Page View include:

- Page Selection tools in the **Capture Toolbar**.
- Page annotation using the **Capture Annotation Toolbar**.
- Reorganize Page **elements**.
- Page menu options for add a new page, duplicating a page, deleting or page.
- Meeting file Replay. (Page and Thumbnails View or the Page View only).
- All while sharing every moment of your presentation in real-time over the Internet/intranet.

Full Screen View

Full screen view maximizes the current page to full screen size and can be a useful editing tool. Useful features include:

- Move, rotate, resize Page **elements**.
- Page annotation using the **Capture Annotation Toolbar**.
- Add new Pages to the meeting.
- Exit Full Screen View by pressing Esc

What is a Meeting?

A **meeting** is a collection of whiteboard notes and drawings stored as **elements** in Capture Pages and all contained in a Capture meeting file (*.wbd). Capture allows one meeting at a time to be open.

A single meeting may have one or more participants who are sitting in one room using the interactive system to capture notes and diagrams.

A single meeting may also have participants who are located in other locations, such as another floor in your building, another state, or even another country. This process of having participants attend your meeting over the Internet/intranet in real time is called **Sharing a Meeting**.

Capture Elements

The content of a Capture Page is made up of objects known as **elements**. These elements are annotations and text boxes. Each element is selectable using the **Select** tool.

Capture elements can be:

- **moved, rotated, resized**
- **moved in front of or behind other elements**
- **copied and pasted to another Capture Page.**

Capture elements are described in the following table.

Element	Description
Annotations	Annotations are lines drawn on the Capture Page using the interactive Marker Pen, or the Pen or Highlighter from the Capture Annotation Toolbar . Once drawn, the line becomes an element that can be moved, rotated, resized, grouped, etc.
Text Boxes	A text box is an element that displays typed text on the Capture Page. See Text tool on the Capture Annotation Toolbar for more information.

Move, rotate, and resize and element

To move, rotate, or resize an element, first you must select the element. Select an element using the **Select** tool. Once an element is selected it can be manipulated.

Move an element

To move an element on the Capture Page, click and hold anywhere within the selected element and drag it to the new location.

Rotate an element

To rotate an element, click and hold the circular handle. Drag the handle in a circle to rotate.

Resize an element

To resize an annotation element, click and hold a handle (located on all four corners of the element) and drag. The element will resize as you drag.

A text box cannot be resized.

Move an element forward or backward

To move an element forward or backward, first you must select the element. Select an element using the **Select** tool. Once an element is selected it can be moved by choosing one of the

following options from the **Edit** menu:

- Bring to Front
- Send to Back
- Bring Forward
- Send Backward

Capture Menu

Capture Menu

Capture Menu options are described below:

About Capture	Version release information.
Preferences...	Opens the Preferences dialog box.
Services	Access to various Macintosh utility applications.
Hide Capture	Hides the Capture window.
Show All	Shows all open application windows.
Quit Capture	Closes Capture.

File Menu

File Menu options are described below:

New	<p>New creates a new Capture meeting file after closing any previously opened meetings.</p> <p>To create a new Capture meeting file:</p> <ol style="list-style-type: none"> 1. Choose File > New or press Command+N. 2. If a meeting is open when New is chosen, Capture prompts you to save the current meeting. Select Yes to save the meeting, No to close the meeting without saving, or Cancel to remain in the current meeting. <p>A new meeting is created every time Capture opens.</p>
Open...	<p>Open allows you to open a Capture (*.wbd) file. To open a Capture file:</p> <ol style="list-style-type: none"> 1. Choose File > Open, or press Command+O. A standard Open File dialog box appears. 2. Navigate to the *.wbd and select that file. 3. Select OK. <p>Note: Capture will also open *.wbd files created by previous versions of eBeam Software.</p>
Open Recent	<p>Open Recent contains a list of previously opened files. Select a file from the list to open the file in Scrapbook.</p>
Close	<p>Close closes the Capture file, but does not close the Capture window.</p> <p>If you have not saved your Capture file, you will be prompted to save the file before the Capture file is closed.</p>
Save	<p>Save allows you to save a Capture (*.wbd) file. To save a Capture file:</p> <ol style="list-style-type: none"> 1. Choose File > Save, or press Command+S. 2. If the file has been saved before, it is saved again under the existing name. <p>If this is the first time the meeting has been saved, the standard Save As dialog box opens.</p>
Save As...	<p>Save As allows you to save a new Capture (*.wbd) file, or to save an existing Capture meeting file under a new name.</p> <p>To save a Capture file:</p> <ol style="list-style-type: none"> 1. Choose File > Save As, or press Command+Shift+S. 2. The Save As dialog box opens. 3. Enter a meeting name and select the folder location. 4. Select Save.
Save a Copy As...	<p>Save a Copy As allows you to save a Capture (*.wbd) meeting file in a different format or a range of Pages.</p> <p>To save a Capture file:</p> <ol style="list-style-type: none"> 1. Choose File > Save a Copy As... The Save a Copy As dialog box appears. 2. Enter a meeting name and select the folder location. 3. Select the Page Range to save by selecting the appropriate Page Range radio button

	<p>located at the bottom of the Save a Copy As dialog:</p> <ul style="list-style-type: none"> ● All - The default range is All pages. This is also the only option available when the Scrapbook file has only one page. ● Selected - Saves only the selected page. ● Range - Allows you to select a range of pages to save. <p>4. Select Save.</p>
Revert	<p>Revert closes the file you are working in and opens a previously saved version of the same file.</p>
Export	<p>Export allows you to save Capture file out as an image file. You can select the image width/height, the image format, and a page range of Pages from the Capture file to export.</p> <ol style="list-style-type: none"> 1. Choose File > Export The Export dialog box appears. 2. Specify the image width/height (optional). 3. Specify the image format. 4. Select a Page Range. <ul style="list-style-type: none"> ● All - The default range is All pages. This is also the only option available when the Scrapbook file has only one page. ● Selected - Saves only the selected page. ● Range - Allows you to select a range of pages to save. 5. Select OK. 6. Enter a meeting name and select the folder location. 7. Select Save.
Page Setup...	<p>Page Setup opens the Page Setup dialog box. The Page Setup dialog box allows you to choose header and footer information for a printed Capture page and allows you to add a border for the printed page.</p> <p>Allows changes to page numbering format, meeting name, and date and time formats.</p>
Print...	<p>Print opens the standard Print dialog box. This dialog allows you to select a page range and the number of copies you want to print. The default settings are to print all pages in the file and to print one copy.</p> <p>To print the Capture file, choose File > Print, or press Command+P.</p>

Edit Menu

Edit Menu options are described below:

<p>Undo</p>	<p>Undo cancels the last change on a Capture Page. It is possible to undo all changes to return the Capture Page to a totally empty state. Undo applies only to the current Page.</p> <p>To Undo:</p> <ul style="list-style-type: none"> ● Choose Edit > Undo, or ● Select the Undo button from the Capture Toolbar, or ● Press Command+Z.
<p>Redo</p>	<p>Redo allows you to redo the last undone change, provided you had previously used the Undo Tool. If you have used Undo multiple times, you can redo the changes back to the beginning of the undo series. Redo is disabled once a new change has been made to the Page. Redo applies only to the current Page.</p> <p>To Redo:</p> <ul style="list-style-type: none"> ● Choose Edit > Redo, or ● Select the Redo button from the Capture Toolbar, or ● Press Command+Y.
<p>Cut</p>	<p>Cut is used to cut and paste elements within the Capture file and with the Text tool to cut and paste text within active text boxes.</p> <p>To cut text from text box:</p> <ol style="list-style-type: none"> 1. Highlight either the element or text in a text box. 2. Choose Edit > Cut, or press Command+X.
<p>Copy</p>	<p>Copy allows you to copy and paste elements within a Capture Page, from one Capture Page to other Capture Pages, and to other applications.</p> <p>To copy an element from a Capture Page:</p> <ol style="list-style-type: none"> 1. Use the Select tool to select the element to copy. 2. Choose Edit > Copy, or press Command+C. 3. Paste to another Capture Page, or open another application and paste. <p>Notes:</p> <ul style="list-style-type: none"> ● It is possible to copy text from within an active text box to paste to another text box or to an outside application.
<p>Paste</p>	<p>Paste is used to:</p> <ul style="list-style-type: none"> ● paste copied elements into a Capture Page from either another Capture Page, ● use with the Text tool to cut and paste text between active Capture text boxes, and ● paste text copied to your computer's clipboard from another application such as MS Word or Notepad into the Capture page as an element. <p>To paste an element:</p>

	<ol style="list-style-type: none"> 1. Copy the element from a Capture Page. 2. Choose the Capture Page or Thumbnail. 3. Choose Edit > Paste, or press Command + V. <p>To paste text between active Capture text boxes:</p> <ol style="list-style-type: none"> 1. Copy text from another Capture text box. 2. Open a new text box. 3. Choose Edit > Paste, or press Command + V.
Delete	<p>Deletes the selected element. See the Select tool for information on selecting an element.</p> <p>To delete an element:</p> <ol style="list-style-type: none"> 1. Use the Select tool to select the element. 2. Choose Edit > Delete, or select the Delete Object button.
Select All	<p>Select All allows you to select all Capture elements within a Page into a single group.</p> <p>To select all:</p> <ul style="list-style-type: none"> ● Choose Edit > Select All, or ● Press Command+A.
Bring to Front	<p>Move the selected element in front of all other elements. See the Select tool for information on selecting an element.</p>
Send to Back	<p>Move the selected element behind all other elements. See the Select tool for information on selecting an element.</p>
Bring Forward	<p>Move the selected element one level forward. See the Select tool for information on selecting an element.</p>
Send Backward	<p>Move the selected element one level backward. See the Select tool for information on selecting an element.</p>
Special Characters	<p>Opens the special characters table. Special characters can be imported into a text box.</p>

View Menu

View Menu options are described below:

<p>Normal (View Page and Thumbnails)</p>	<p>Normal allows you to switch to the Page and Thumbnails View. See Capture Views for more information. Switch to the Page and Thumbnails View by:</p> <ul style="list-style-type: none"> ● Choose View > Normal, or ● Press Command+1, or ● Select the View Page and Thumbnails (Normal) button from the Capture Toolbar.
<p>Thumbnails</p>	<p>Thumbnails allows you to switch to the Thumbnails View. See Capture Views for more information. Switch to the Thumbnails View by:</p> <ul style="list-style-type: none"> ● Choose View > Thumbnails, or ● Press Command+2, or ● Select the View Thumbnails button from the Capture Toolbar.
<p>Page</p>	<p>Page allows you to switch to the Page View. See Capture Views for more information. Switch to the Page View by:</p> <ul style="list-style-type: none"> ● Choose View > Page, or ● Press Command+3, or ● Select the View Page button from the Capture Toolbar.
<p>Full Screen</p>	<p>Full Screen maximizes the current page to full screen size.</p> <p>To go to full screen:</p> <ul style="list-style-type: none"> ● Choose View > Full Screen, or ● Select the Full Screen button from the Capture Toolbar, or ● Press Command+Shift+F. <p>To return to normal screen size:</p> <ul style="list-style-type: none"> ● Select the Full Screen button from the Capture Toolbar, or ● Press Command+Shift+F. <p>See Full Screen View for more information.</p>
<p>Toolbars (Show/Hide Toolbars)</p>	<p>Choosing the Toolbar menu option causes a sub-menu to open with the following four selections:</p> <ul style="list-style-type: none"> ● Participant Toolbar: Choose the Participant Toolbar so you can see who has joined a shared Capture meeting. ● Replay: Choose this menu selection to show or hide the Replay toolbar. Also use Command+R.
<p>Zoom To</p>	<p>Zoom To allows you to zoom in or out on the currently displayed Page.</p> <p>Choosing the Zoom To menu option causes a sub-menu to open with the following zoom selections: 25%, 50%, 75%, and 100%.</p>

	<p>The Page will remain at the selected zoom value until a new zoom value is chosen.</p>
Zoom In	<p>Zoom In allows you to zoom in on the currently displayed Page. Each time you choose Zoom In, the zoom will increase by a factor of 1.25 to no greater than 2000%.</p> <p>To zoom in on a Page:</p> <ul style="list-style-type: none">• Choose View > Zoom In, or• Press Command + = <p>The Page will remain at the selected zoom value until a new zoom value is chosen.</p>
Zoom Out	<p>Zoom Out allows you to zoom out on the currently displayed Page. Each time you choose Zoom Out, the zoom out will decrease by a factor of 1.25 to no less than 25%.</p> <p>To zoom out of a Page:</p> <ul style="list-style-type: none">• Choose View > Zoom Out, or• Press Command + - <p>The Page will remain at the selected zoom value until a new zoom value is chosen.</p>
Fit Page	<p>Fit Page compresses or expands the Page to fit into the Page display area. Fit Page can also be selected by pressing Command+0.</p> <p>All pages will fit into the Page display area until a different zoom value is selected.</p>

Page Menu

The **Page Menu** contains all menu items that affect Pages in the Capture software. When working with Capture Pages one important concept is the Active Page.



Active Page

The **Active Page** is the Page that is actively receiving drawing data from the interactive Marker Pen. There is only one single Active Page at any time in a Capture meeting and most often the Active Page will be the most recently created Page. It is possible to set the Active Page by using the **Attach Whiteboard to Current Page** menu option.

The Active Page can be easily found by looking for the thumbnail that contains a small pen icon. The small pen icon will only be found on the thumbnail for the page actively receiving Marker Pen data.

Page Menu options are described below:

<p>New</p>	<p>New creates a new blank Page in the Capture meeting.</p> <p>To create a new Page:</p> <ul style="list-style-type: none"> ● Choose Page > New, ● Press Command+Shift+N, or ● Select the New Page button from the Capture Toolbar. <p>The new Page is inserted directly after the displayed page and becomes the Active Page.</p>
<p>Clear</p>	<p>Clear clears all elements from the displayed Page.</p> <p>To clear a Page, select the Page to be cleared, and:</p> <ul style="list-style-type: none"> ● Choose Page > Clear, or ● Select the Clear Page button from the Capture Toolbar.
<p>Duplicate</p>	<p>Duplicate creates a copy of the displayed Page and makes the copy the displayed Page.</p> <p>To duplicate a Page:</p> <ol style="list-style-type: none"> 1. Select the Page to be duplicated. 2. Choose Page > Duplicate, or select the Duplicate Page button from the Capture Toolbar or press Command+D. <p>The duplicated Page is inserted directly after the displayed Page.</p> <p>If you duplicate the Active Page, then the duplicate becomes the new Active Page.</p>
<p>Delete</p>	<p>Delete deletes the displayed Page.</p> <p>To delete a Page:</p> <ol style="list-style-type: none"> 1. Select the Page to be deleted. 2. Choose Page > Delete, or select the Delete Page button from the Capture Toolbar or press Command+Shift+X.
<p>Delete All</p>	<p>Delete All deletes all Pages from the Capture meeting. All data will be lost. To delete all:</p> <ul style="list-style-type: none"> ● Choose Page > Delete All, or

	<ul style="list-style-type: none"> • Select Options+Shift+Command+X.
Insert Page Before Current	Inserts a new page before the selected page.
Attach Whiteboard to Current Page	Sets the selected page as the Active Page .
Next Page/Previous Page	<p>Next Page navigates to the next page in the Capture meeting. This option is available only when the last page in the meeting is not displayed.</p> <p>To select Next Page:</p> <ul style="list-style-type: none"> • Choose Page > Next Page, or • Select the Next Page button from the Capture Toolbar, or • Press the Command+PgDn button on your keyboard. <p>Previous Page navigates to the previous page in the Capture meeting. This option is available only when the first page in the meeting is not displayed/selected.</p> <p>To select Previous Page:</p> <ul style="list-style-type: none"> • Choose Page > Previous Page, or • Select the Previous Page button from the Capture Toolbar, or • Press the Command+PgUp button on your keyboard.
Go To Page...	<p>Go To Page allows you to select the Page to be displayed by typing in or selecting a page number.</p> <p>To go to a page:</p> <ol style="list-style-type: none"> 1. Choose Page > Go To Page to open the Go To Page dialog. 2. Select a page using the up-and-down arrow buttons, or type the page number into the text box. 3. Select OK. <p>Or:</p> <p>Use the Page Selection tools on the Capture Toolbar.</p>
Replay	See Replay for more information.

Sharing Menu

Sharing Menu options are described below:

Share.../Stop Sharing	<p>Share... allows a meeting host to share a Capture meeting over the Internet/intranet. While a meeting is shared, this menu option changes to Stop Sharing.</p> <p>See Share a Meeting for more information.</p>
Join.../Leave	<p>Join... allows invited participants to log into a shared Capture meeting. The participant will need to know the meeting name and a password (if applicable) prior to attempting to log in to the meeting. While participating in a meeting, this menu option changes to Leave.</p> <p>See Join a Meeting for more information.</p>
Send Invitation...	<p>Send Invitation allows the meeting host to send e-mail invitations to all invited participants for the shared Capture meeting.</p> <p>See Sending an Invitation for more information.</p>
Permit Annotations	<p>Permit Annotations allows the host to decide whether or not to allow the Participants to add annotations in the shared Capture meeting.</p> <p>See Meeting Host Tools for more information.</p>
Synchronize Participants	<p>Synchronize Participants allows the meeting host keep the participants on the same Page. While Synchronize Participants is on, the host controls which Page is displayed.</p> <p>See Meeting Host Tools for more information.</p>

Tools Menu

Tools Menu options are described below:

Preferences...	Opens the the Windows Control Panel System Preferences dialog to modify your interactive hardware configuration.
Detect System	Attempts to detect the interactive hardware.
Calibrate Capture Area...	Launches the calibration process. See Calibration .
Enable Shortcut Strip	If the Shortcut Strip had previously been disabled, Enable Shortcut Strip allows you to enable the Shortcut Strip without calibrating. See Shortcut Strip for Whiteboard .
Calibrate Shortcut Strip	Launches the Shortcut Strip calibration process. See Shortcut Strip for Whiteboard .
Sleeve Settings	Opens the Sleeve Settings dialog box. See Sleeve Settings .

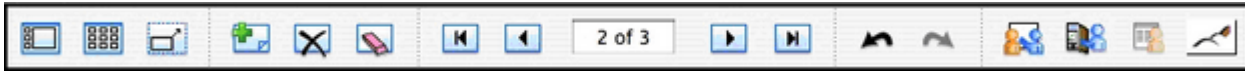
Window Menu

Zoom	Maximizes the Capture window.
Minimize	Minimizes the Capture window. Select Window>Minimize or select Comand+M.
Participants	Brings the Participants window to the front. Select Window>Participants or select Command+Shift+I.
Bring All to Front	Brings forward all of Capture's open windows and dialog boxes, maintaining their onscreen location, size, and layering order.
File list	Shows a list of recently opened Capture files.

Help Menu

The **Help Menu** opens a sub-menu that allows you to access help and also provides links to various registration and support pages that are provided by the hardware manufacturer of your interactive system.

Capture Toolbar







The **Capture Toolbar** gives you quick access to commonly used Capture features.



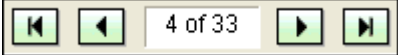


The Capture Toolbar is customizable. Some buttons not shown on the default Capture Toolbar can be added by using the toolbar customization screen.





To customize the toolbar:

1. Control-click on the toolbar and choose Customize Toolbar...
2. Drag buttons onto the Toolbar to add or drag buttons away from the Toolbar to remove.

The following options are available on the **Capture Toolbar**:

<p>Normal (Page and Thumbnails)</p> <p>Thumbnails</p> <p>Page Only (<i>Not shown on default Capture Toolbar</i>)</p>		<p>Normal, Thumbnails, and Page Only allow you to switch between the different Capture Views.</p> <p>You can also switch between views by pressing the following combination of keys:</p> <ul style="list-style-type: none"> • Normal: Ctrl+1 • Thumbnails: Ctrl+2 • Page Only: Ctrl+3
<p>Full Screen</p>		<p>Full Screen maximizes the current Page to full screen size.</p> <p>To go to full screen:</p> <ul style="list-style-type: none"> • Choose View > Full Screen, or • Select the Full Screen button from the Capture Toolbar. <p>To return to normal screen size:</p> <ul style="list-style-type: none"> • Select the Full Screen button, or • Press Esc.
<p>New Page</p>		<p>New creates a new blank Page in the Capture meeting.</p> <p>To create a new Page:</p> <ul style="list-style-type: none"> • Select the New Page button, or • Choose Page > New (Command+Shift+N). <p>The new Page is inserted directly after the displayed Page.</p>
<p>Duplicate Page (<i>Not shown on the default Capture Toolbar</i>)</p>		<p>Duplicate creates a copy of the displayed Page and makes the copy the displayed Page.</p> <p>To duplicate a Page:</p> <ol style="list-style-type: none"> 1. Select the Page to be duplicated.

		<p>2. Select the Duplicate Page button, or choose Page > Duplicate (Command+D).</p> <p>The duplicated Page is inserted directly after the selected Page. If you duplicate the Active Page, then the duplicate becomes the new Active Page.</p>
Delete Page		<p>Delete deletes the displayed Page.</p> <p>To delete a Page:</p> <ol style="list-style-type: none"> 1. Select the Page to be deleted. 2. Select the Delete Page button, or choose Page > Delete (Command+Shift+X).
Clear Page		<p>Clear clears all elements from the displayed Page.</p> <p>To clear a Page:</p> <ol style="list-style-type: none"> 1. Select the Page to be cleared. 2. Select the Clear Page button, or choose Page > Clear.
Page Selection		<p>The Page Selection buttons are used to choose which Page to display by selecting the page number. From left to right, the Page Selection buttons are:</p> <ul style="list-style-type: none"> • Jump to first Page • Previous Page • Next Page • Jump to last Page <p>Jump to First Page and Previous Page are disabled when Page 1 is displayed. Next Page and Jump to last Page are disabled when the last page is displayed.</p> <p>You can also select the page number by typing the page number directly into the text box and pressing Enter, or using the Go To Page... option found in the Page Menu.</p>
Undo		<p>Undo cancels the last change on a Capture Page. It is possible to undo all changes to return the Capture Page to a totally empty state. Undo applies only to the current Page.</p> <p>To Undo:</p> <ul style="list-style-type: none"> • Select the Undo button, or • Choose Edit > Undo, or • Press Command+Z.
Redo		<p>Redo allows you to redo the last undone change, provided you had previously used the Undo Tool. If you have used Undo multiple times, you can redo the changes back to the beginning of the undo series. Redo is disabled once a new change has been made to the Page. Redo applies only to the current Page.</p> <p>To Redo:</p> <ul style="list-style-type: none"> • Select the Redo button, or • Choose Edit > Redo, or

		<ul style="list-style-type: none"> • Press Command+Shift+Z.
Share/End Meeting		<p>Share Meeting allows a meeting host to share a Capture meeting over the Internet/intranet.</p> <p>While a meeting is being shared, this button becomes the End Meeting button.</p> <p>See Share a Meeting for more information.</p>
Join Meeting		<p>Join Meeting allows invited participants to log into a shared Capturemeeting.</p> <p>See Join a Meeting for more information.</p>
Participants		<p>Participants opens the Participants window. The Participants window allows you to see who is attending a shared Capture meeting.</p> <p>The Participants window can also be opened by pressing Command+Shift+I.</p> <p>See What is Sharing? and Participants for more information.</p>
Hardware Status Icon		<p>The hardware status icon indicates whether the interactive receiver is detected or not. If the icon is grayed out, then the interactive hardware is not detected.</p>

Capture Annotation Toolbar

The **Capture Annotation Toolbar** gives you all of the tools you need to annotate a Page.



The tools on the standard annotation toolbar include (from left to right):

Marker		The Marker tool allows you to annotate the displayed page freehand in one of four solid colors. The color can be selected from the palette that appears when the Marker tool is selected. The marks become elements. See Capture Elements for more information.
Highlighter		The Highlighter tool allows you to annotate the displayed page freehand in one of four transparent colors. The color can be selected from the palette that appears when the Highlighter tool is selected. The marks become elements. See Capture Elements for more information.
Eraser		The Eraser tool allows you to slice any element on a Capture Page into two separate elements. The eraser size can be selected from the palette that appears when the Eraser tool is selected. See Capture Elements for more information.
Zoom		The Zoom tool allows you to adjust the viewing size of the displayed page. The range of zoom values are 25-2000%. Holding down the Option key reverses the zoom direction. A zoom value can also be selected from the pull-down list that appears when the Zoom tool is selected.
Text		The Text tool allows you to add a text box to a Page in any size, font, and color available on your computer. The size, font, and color may be selected from the palette that appears when the Text tool is selected.
Pointer		The Pointer tool allows each participants in a meeting to point to data anywhere within the meeting window. Each participant's pointer is displayed in a different color. The Pointer tool is only enabled during a shared meeting. The Pointer direction (right, left, up, down) can be selected from the palette that appears when the Pointer tool is selected. You can also hide the Pointer by selecting the Hide Pointer button from the palette that appears when the Pointer tool is selected.
Select		The Select tool allows you select an element on a Page to move, rotate, resize, or copy. Once selected, handles will appear on the element. The Select tool can also be used to draw a bounding rectangle around a group of elements to group and then manipulate the entire group of elements at one time. For more information about working with Capture elements, see Capture Elements .

Replay





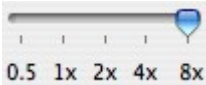
The **Replay** Toolbar can be opened by choosing View > Toolbars > Replay.

The **Replay Toolbar** allows you to replay the meeting like a movie. The meeting can be played forward line by line and at varying speeds. Replay can be restricted to either the current Page, or set to play all Pages.

Some uses for the **Replay Toolbar**:

- Viewing the meeting chain of events.
- Branching, by replaying a multiple action page to a point where you'd like to branch, then stopping the session and duplicating the page. The new (duplicated) page will contain the page data to the selected point, allowing you to explore a new idea from that point in the new page. The original page remains intact.

The following Replay tools are available on the **Replay Toolbar** (View > Toolbar > Replay). You can also select Play All Pages, Loop and Speed from the **Page Menu** > Replay sub-menu.

Jump to Beginning		Jumps to the beginning of the Capture meeting (if All Pages is checked) or to the beginning of the selected Page.
Drag Control Slider		Allows you to step through the meeting forward or reverse by using your mouse to drag the drag bar on the drag line, or to immediately jump to a specific point in the meeting by dragging the drag bar to a location on the drag line.
Play		Replays the entire Capture meeting (if All Pages is checked) or the selected Page from beginning to end. During Replay, the Play button changes to a Stop button, allowing you to stop the Replay.
Jump to End		Jumps to the end of the Capture meeting (if All Pages is checked) or the beginning of the selected Page.
All Pages	<input type="checkbox"/> All Pages	Sets the number of pages played. If All Pages is checked, selecting Play causes the entire meeting to be played back. If All Pages is not checked, only the currently displayed page is played back. You also can set this option in the Page > Replay sub-menu.
Loop	<input type="checkbox"/> Loop	Option for looping through the entire Capture meeting (if All Pages is checked) or for looping the selected page. You also can set this option in the Page > Replay sub-menu.
Play Speed		Sets the speed at which the meeting is played. The slowest speed is 0.5x; the fastest speed is 8.0x. You also can set this option in the Page > Replay sub-menu.

Sleeve Settings

The **Sleeve Settings** dialog box defines how drawings made on the whiteboard with an interactive Marker Pen are represented in a Capture Page.

Capture uses pre-defined default screen colors and line thickness; however, you can modify these default colors and line thicknesses to suit your needs.

Set Interactive Marker Pen Colors and Line Thickness

1. Choose **Tools Menu** > Sleeve Settings.
2. Select a line thickness for each interactive Marker Pen. Each interactive Marker Pen has a corresponding picture and set of line thicknesses in the **Sleeve Settings** dialog box.
Note: On-screen line weights may appear thicker or thinner than the actual marker strokes on the whiteboard.
3. Select screen colors for each interactive Marker Pen. The **Color** dialog box appears. Your screen colors can differ from the dry-erase marker and the ring on the interactive Marker Pen. You can create your own colors or use the basic colors provided. In the **Sleeve Settings** dialog box, the screen color bar changes to reflect the color you select for each sleeve color. To return the sleeve colors to the default setting, click the **Restore Defaults** button.
4. Click **OK** to save your color choices.

Change the Width or Color of Previously Recorded Drawings

To change width/color of previously recorded drawings:

1. Choose **Tools Menu** > Sleeve Settings.
2. Select the new line width/new color.
3. For both the line width and line color, select **Apply to Previous Strokes** and specify if you would like this to apply to the current Page only or all Pages in the meeting.
4. Click **OK** to apply the width change.

Note: Changes to the color or line width of pen strokes cannot be undone.

Automatic File Saving

Autosave is located under the General tab in the Capture Preferences dialog.

The **File Saving** feature ensures that you don't lose your meeting data if the power goes out, your laptop runs out of battery life, etc.

To adjust your automatic file saving settings:

1. Choose Capture > **Preferences**.
2. Select the **General** tab.
3. Set the following options under Autosave Settings:
 - **Save Recovery File:** Enable or disable automatic file saving by checking/unchecking this option.
 - **XX Minutes:** Choose how often your Capture meeting file will be automatically saved by changing the number of minutes. The default File Saving setting is every 5 minutes.

Software Updates

The **Software Updates** tab in the **Capture Preferences** dialog allows you to check for the latest version of the software.

The top area of the Software Updates tab describes current software status, including version number and the latest version available.

The lower area of the Software Updates tab allows you to specify a schedule for periodically checking for a new version of software. Schedule options are as follows:

- **Daily**
- **Weekly**
- **Monthly**

Select the **Check Version Now** button to check your version and display its status in the top area of the Software Updates tab.

Select the **Go to the Software Updates Website** button to link directly to the downloads web page and download the latest software.

Supported File Types

Supported file formats for Save As and Send from the **File Menu**.

- Capture File (*.WBD)
- Scrapbook File (*.ESB)
- PDF (*.PDF)
- Bitmap (*.BMP)
- JPEG (*.JPG)
- TIFF (*.TIF)
- PNG (*.PNG)
- HTML (*.HTM)

Shared Meetings

What is a shared meeting?

A **Shared Capture Meeting** is a meeting that is broadcast over your local intranet or the Internet.



At one location, the meeting coordinator/host uses the interactive system (software and hardware) to host or broadcast the meeting over the network (see **Hosting/Sharing a Meeting**). Remote participants use the interactive software or a Web browser to log into the meeting (see **Join a Meeting**).

The meeting is held in real time, which means that remote participants see the notes and annotations as they are created.

If the meeting coordinator allows participants this option, participants can annotate meeting pages, highlighting important points, and adding notes that can be seen by all other participants as well as the coordinator.

To allow remote participants (located outside of your local network firewall) to access your shared meeting, the meeting server must be located on the Internet. Luidia currently hosts a meeting server that may be used by any eBeam-enabled interactive system user.

Hosting/Sharing a Meeting

The following explains how to **host/share a meeting** over your local intranet or the internet.

When sharing a meeting, be aware of the following items.

- If you share the meeting on your local intranet, only people within your intranet can access the meeting. If you share your meeting over the Internet (using an eBeam server), participants from any Internet location can access your meeting.
- Versions 1.0 and later of this software are not fully compatible with previous versions. During a shared meeting, participants running previous versions will not be able to see when annotation or image elements are moved, rotated, resized, etc. See **Shared Meetings** troubleshooting.
- To share a meeting, you must be connected to the interactive hardware or security key. Also, if there is any possibility that your network uses a proxy server, see **Proxy Server Setup**.
- You can host one shared meeting at any time.

See:

- **Hosting A Shared Meeting**
- **Leaving A Shared Meeting**

For meeting host specific tools, see **Meeting Host Tools** found in the Participants window.

Hosting a Shared Meeting

1. Choose Sharing > Share Meeting, or select the **Share Meeting** button from the **Capture Toolbar** to open the Share Meeting dialog.
2. Under **Meeting Information**, enter the following:

Meeting Name	The meeting name is the name shown in the Join Meeting dialog box. The meeting name is saved as the default name for subsequent meetings, until you change it. The meeting name can be up to 20 characters.
My Name	The name displayed in the Participants view. See Participants .
Notes	Any notes/comment you would like to include.
Publish Meeting Name	Select Publish Meeting Name if you want the name of the meeting to be visible to network users who are attempting to join a meeting using either the Join Meeting (see Joining a Meeting for more information) dialog box, or the Meetings web page located at www.e-beam.com . If you do not publish the name, guests will need to know the full meeting name beforehand and manually type it into the Join Meeting dialog box.
Password/Confirm/Use Password	If a password is required, check the Use Password checkbox and type the same password into both the Password and Confirm text boxes. The password must be at least 6 characters, and can be up to 20 characters.

Send Meeting Invitation	Meeting invitations are e-mail invitations that are sent out using your standard e-mail client. If Send Meeting Invitation is checked, the Send Invitation dialog box opens once you select the Share Meeting button. See Sending an Invitation for more information.
Synchronize Remote Participants When Meeting Starts	Causes remote participants to be synchronized from the start of the meeting. Synchronize is on by default. See Participants .
Allow participants to contribute	Specifies at the start of the meeting whether or not remote participants are allowed to annotate in the shared meeting. See Meeting Host Tools .

3. Under **Server Information**, select the server that will host the meeting.

The pull-down menu lists the default server and any other servers you have previously added to your server list. See **Adding a Meeting Server** for more information.

4. Notify guests of the meeting name, meeting time, and password, if required. See **Sending an Invitation** for more information.

5. Select **Share**.

Your shared meeting is now available on the network using the specified meeting server.

If you experience any problems sharing a meeting, see **Troubleshooting Shared Meetings** for the answers for some of the most common problems.

Leaving A Shared Meeting

To leave a shared meeting at any time:

1. Select the **Share/End Meeting** button from the **Capture Toolbar**.
2. Choose Sharing > End Meeting

Important Note: When the meeting host ends a shared meeting, all participants are disconnected from the meeting. As the meeting host, make sure the meeting is completely over before attempting to close the meeting.

Adding a Meeting Server

When you share or join a meeting, you must choose a **meeting server**. You can enter the server information each time, or you can create a list of frequently used servers and select from this list whenever you share or join a meeting.

To add a meeting server to your list:

1. Choose **Share Meeting** or **Join Meeting** from the Sharing Menu or from the **Capture Toolbar**.
2. In the **Share Meeting** or **Join Meeting** dialog under Server/Server Information, select the server button alongside the server pull-down list to open the Meeting Servers dialog.
3. Select the **Add** button.
4. Type the server name, the DNS name or IP address of the server you want to add to your list, and the port number.

Note: It is also possible to automatically search your local intranet for eBeam servers by selecting the **Search** button.

Note: The default port number is 80.

5. Select **OK**.

The new server is added to the meeting servers list.

Join a Meeting

There are two ways you can **join a meeting**:

- **Using Capture**
- **Using a Web Browser**

Using Capture to Join a Meeting

1. Choose **Join Meeting** from the **Capture Toolbar**.
2. In the **Join Meeting** dialog box, select the meeting server, enter your name, and select a meeting name from the Meeting list.

The **Meeting** list shows active meetings whose names have been published.

If the pull-down menu does not include the meeting server you want, you can manually type the server name. You can also add a server to your server list, so that you can quickly select it on another occasion. See **Adding a Meeting Server** for more information.

3. Select **Refresh** to update the list of published meetings.

If the meeting appears with a Lock icon, enter the password.

If the meeting is not listed, enter the meeting name, and a password if required.

4. Select **Join**.

To leave a meeting, choose Sharing > Leave Meeting From..., or select the **Leave Meeting** button from the **Capture Toolbar**.

Notes:

1. When the meeting host ends a shared meeting, all participants are disconnected from the meeting. Once disconnected, participants can continue to print, save, annotate, and modify their Capture record of the meeting.

2. Versions 1.0 and later of this software are not fully compatible with previous versions. During a shared meeting, participants running previous versions will not be able to see imported image files and will not be able to see when annotation or image elements are moved, rotated, resized, etc. See **Shared Meetings** troubleshooting.

Using a Web Browser to Join a Meeting

1. Launch Internet Explorer.
2. In the URL text box (Address or Location), type the IP address or DNS name of the computer hosting the meeting.

If the meeting is hosted by the eBeam server, type www.e-beam.com and select the **Meetings** button.

3. Type your name in the **My Name** text box, and the meeting name in the **Meeting Name** text

box. In the **Meeting Password** text box, type the password, if required.

4. Select **Join a Meeting**.

If the meeting is in session, the meeting window appears in your Web browser. Participants will see the full contents of the meeting.

Remote participants cannot print or save the meeting to disk. However, the host can save the meeting and make it available for viewing in a Web browser or another application.

To leave a meeting, choose **Leave Meeting** from the Meeting menu.

Sending an Invitation

You can invite others to a **shared meeting** by **sending an e-mail invitation** that contains a link or URL to the meeting. In order to send email invitations:

- You must use the **Share Meeting** dialog to set up a shared meeting, or
- You must currently be sharing a meeting.

Note: Remote participants cannot send out invitations.

Sending an E-mail Invitation from the Share Meeting Dialog

1. In the **Share Meeting** dialog check the **Send Meeting Invitation** checkbox. Set up the remainder of the Share Meeting dialog as described in **Hosting/Sharing a Meeting**.
2. The **Select Language** dialog opens. Select the language to be used for the e-mail invitation and then select **Continue**. At this point, your e-mail program might ask you to select the e-mail profile to be used.
3. A new e-mail with the meeting request information opens. Enter the e-mail addresses of the recipients in the To: field.
4. Select **Send**.

The e-mail invitation includes a link for downloading the latest software and links to enable the user to join the meeting via their Web browser or the software.

Sending an E-mail Invitation from the Sharing Menu

1. Make sure you are sharing a meeting. See **Hosting/Sharing a Meeting** for more information.
2. Choose Sharing > Send Invitation to open the **Select Language** dialog.
3. Select the language to be used for the e-mail invitation and then select **Continue**. At this point, your e-mail program might ask you to select the e-mail profile to be used.
4. A new e-mail with the **Meeting Request** information opens. Enter the e-mail addresses of the recipients in the To: field.
5. Select **Send**.

The e-mail invitation includes a link for downloading the latest software and links to enable the user to join the meeting via their Web browser or the software.

Accepting an Email Invitation

You can **accept an e-mail invitation** in one of the following ways:

- Select the http: link to join through your web browser.
- Select the file: link to join through your copy of Capture.
- Manually open your browser, and copy and paste the link into the browser.
- Open Capture, select the **Join** button, and manually fill in all of the meeting fields using information provided by the invitation.

See **Sending an Invitation** for more information.

Proxy Server Setup

If your company uses a **proxy server**, your computer will not be able to access meetings over the Internet server (which is outside your company's firewall) until you enable the proxy server and enter the proxy server settings.

The **Capture Preferences** dialog box gives you a place to enter settings for an HTTP proxy server. Proxy servers, which act as intermediaries between individual workstations and the Internet, provide security and other administrative functions for companies that use the Internet.

Setting up a proxy server:

1. Choose Capture > Preferences to open the Capture Preferences dialog box.
2. Select the **Sharing** tab.
3. Click **Edit Proxy Settings**.

You have several options for setting up the proxy server:

Don't Use Proxy	Selecting this option indicates that your network does not use a proxy server.
Use system proxy configuration	Selecting this option indicates that your computer should use the proxy server settings previously set up for your computer.
Use manual proxy configuration	Selecting this option enables the IP address and Port boxes. To manually set up the proxy server configuration: <ol style="list-style-type: none">1. Enter the IP address or DNS name of the proxy server.2. Enter the Port number of the proxy server. Or to manually set up basic authentication: <ol style="list-style-type: none">1. Enter your User ID.2. Enter your Password.

Participants

The **Participants** window allows you to see information about every participant logged into a shared meeting. To open the **Participants** window while participating in a shared meeting:

- Choose View > Participants, or
- Press Command+Shift+I, or
- Select the Participants button from the **Capture Toolbar**.



The Participants window lists the following information for each participant logged into the meeting:


Participant Name	The name of the participant as entered in the My Name text box in the Join Meeting dialog box. See Join a Meeting for more information.
Interactive/View Only	Write permission is displayed by an icon. When the participant has permission to annotate the meeting, a pen icon is displayed. When the participant does not have permission to annotate the meeting, the pen icon is displayed with a line through it.
Connected At	Displays the time the participant connected to the meeting.
IP Address	Displays the participant's IP Address.
Notes	Displays any notes entered into the Notes field in either the Share Meeting or Join Meeting dialog box. See Join a Meeting for more information.

You can find additional participant information by right-clicking a participant name choosing Participant Information.

Meeting Host Tools

The following tools are available only to the meeting host (the person who set up the shared meeting).

Set View Only/Interactive		<p>The meeting host can set a participant status to View Only or Interactive. An Interactive participant is able to annotate the Page. A view only participant is only able to view the page, but not able to annotate. To set a participant status to View Only or Interactive, select the participant in the Participants window, and then select the Set View Only/Interactive button.</p> <p>You can select multiple by holding down the Ctrl button on your keyboard and clicking participant names.</p> <p>The Set View option is also available when you right-click a participant name with your mouse then choose the Allow Annotations option.</p>
Dismiss Participant(s)		<p>Dismiss Participant allows the meeting host to disconnect a participant from the meeting. To dismiss a participant from the meeting, select the participant in the Participants window, and then select the Dismiss Participant button.</p> <p>The Dismiss Participant option is also available when you right-click a</p>

		participant name with your mouse then choose the Dismiss Participant option.
Synchronize Participants		If the meeting host has selected Synchronize Participants remote participants are only able to view the Page that the host is viewing. However, remote participants are still able to annotate the Page. Synchronize is on by default.

Chat

The **Chat** window allows participants in a shared meeting to send text messages to one another in the course of the meeting.

Messages can be sent to anyone listed in the Participants List, by typing a text message into the **New Message** text box, and then clicking one of the buttons listed next to **Send To**.

The following controls are contained in the Chat window:

Control	Description
New Message	Creates a new text message. Type the new outgoing text message into the New Message text box, and then select All or Selected Participants to send the message.
Show Addressee	Lists the name(s) of email recipients. If Show Addressee has been checked, once a text message has been sent, the participant(s) that the message was sent to are listed next to the message. Note: For incoming messages, the sender's name is always listed next to the message.
Show Time	Lists the time of email messages. If Show Time has been checked, once a text message has been sent, the time the message was sent to is listed next to the message.
Color Coded	If Color Coded has been checked, then incoming/outgoing text messages are color coded in the Chat window. The color codes are defined as: <ul style="list-style-type: none"> • Black - Incoming text message. • Blue - Outgoing text message. • Red - Priority text message. Incoming and outgoing.
Priority Message	Color codes a high-priority message. If Priority Message has been checked, the outgoing/incoming message is displayed in red. Note: If Color Coded is not checked, the message is displayed in black.
All	Sends the text message in the New Message text box to all connected participants. This button is disabled until a text message has been typed into the New Message text box.
Selected Participants	Sends the text message in the New Message text box to all selected participants in the Participants List. Multiple participants can be selected/deselected by holding down the Shift or Control button. This button is disabled until a text message has been typed into the New Message text box.
Clear	Clears all previously sent/received test messages from the Chat window. However, does not clear any text in the New Message text box.

To show/hide the Chat window, click the green arrow located next to the Chat title.

Troubleshooting

Interactive Hardware Detection

Problem	Resolution
<p>The Detect Interactive Receiver dialog box appears repeatedly.</p>	<ul style="list-style-type: none"> ● See Hardware Not Detected. ● Check that all cables are connected as shown in the setup instructions. ● Check for the power LED (green on serial and USB systems, blue on the Bluetooth Wireless system). ● Disconnect the cables, reconnect the cables and select Search Again from the Welcome (detect) dialog box. <p>Bluetooth Wireless specific</p> <ul style="list-style-type: none"> ● Make sure that the COM port specified in System Preferences is the same as the Bluetooth COM Port chosen by your Bluetooth Management software. ● Check your Bluetooth Management software and ensure that you are connected to the hardware. If not, try to connect to it again in the Bluetooth Management software. ● Disconnect the USB cable from the receiver, reconnect after a few seconds and then select Search Again from the Welcome (detect) dialog box.
<p>Automatic detection doesn't work after selecting Cancel from the Welcome (detect) dialog box.</p>	<p>Once you have selected Cancel from the Welcome (detect) dialog box, the device driver will not try to automatically connect to the receiver again until you have either:</p> <ul style="list-style-type: none"> ● selected Detect Device from the Tools Menu, or ● shut down and relaunched Capture.

Data Capture

Problem	Resolution
<p>The software isn't showing what I've drawn on the whiteboard at all.</p>	<ul style="list-style-type: none"> ● Is your software connected to the hardware? Check the Hardware Status Icon located on the Capture Toolbar. Is the software is disconnected, this icon will be grayed out. ● Is you interactive Marker Pen working properly? Do you hear a low buzzing sound when you draw on the whiteboard? Does it buzz the entire time you are drawing on the whiteboard? See Interactive Marker Pen Setup in Hardware Setup. ● Try a different interactive Marker Pen. ● Make sure you are not holding the interactive Marker Pen too close to the tip. This can block the signal. ● Are you on the Active Page? It is possible to be drawing on the Active Page while actually looking at a different page in the software. The easiest way to see which page is the Active Page is to look to look for the Thumbnail that contains a small pen icon. The pen icon indicates that the page is actively receiving Marker Pen data.
<p>There are skips in the lines that I've drawn on the whiteboard;</p> <p>or</p> <p>There are dead spots on the whiteboard.</p>	<p>Sometimes signals from motion sensors or fluorescent lighting can interfere with the signal traveling from the interactive Marker Pen to the receiver. This can make it appear that the pen is skipping or that there are areas of the whiteboard that the system can not capture.</p> <p>Additionally, if the pens are not in good working order or if you block the transmitters on the pen with your fingers, you may see similar symptoms.</p> <p>Try the following.</p> <ul style="list-style-type: none"> ● Is you interactive Marker Pen working properly? Do you hear a low buzzing sound when you draw on the whiteboard? Does it buzz the entire time you are drawing on the whiteboard? See Interactive Marker Pen Setup in Hardware Setup. ● Try a different interactive Marker Pen. ● Make sure you are not holding the interactive Marker Pen too close to the tip. This can block the signal. ● Is the interactive Eraser sitting near the receiver? In some rare cases, because the Eraser rests on the Eraser pad, the Eraser may activate while not being used. Is the Eraser buzzing softly? If so, lay it on its side and try to draw again. ● Make sure that all parts of the receiver are connected to the receiver. If the receiver has somehow been dropped or broken and any part has detached, the way the signal is captured would be affected. If you cannot reattach a part that has come lose, contact Technical Support. ● Does the pen maintain a good line-of-sight with the receiver at all times? Is anything obstructing the signal? Move any obstructions out of the way and try to draw again. ● Do you have any lights shining directly into the receiver (including sunlight)? If so, block the light and try to draw again. ● Do you have automatic lighting or motion sensors? Temporarily disable the lighting sensor (often by just manually turning off the lights), or disabling the motion sensor (by temporarily placing a cover over the motion sensor), and try to draw again? If the system works after you have disabled the lighting or motion sensor, contact Technical Support for additional help.
<p>The color I am writing with doesn't match the color shown in the software.</p>	<ul style="list-style-type: none"> ● Make sure you are using the correct color Marker Pen. The color of the Marker Per is shown on a color ring located near the tip. ● Check the color set for the Marker Pen in Sleeve Settings. It is possible to set a different color in the software for any Marker Pen.

Shared Meetings

Problem	Resolution
Unable to Share a Meeting.	<ul style="list-style-type: none"> To serve as a meeting host for a shared meeting, your computer must be attached to the interactive hardware. See Hosting/Sharing a Meeting.
Unable to Share or Join a meeting over the eBeam meeting server.	<ul style="list-style-type: none"> If you are attempting to share a meeting, make sure that you have the interactive hardware connected. If your network/internet connection is behind a firewall or proxy server, you must set up the proxy server. See Proxy Server Setup.
Using a cable modem or dsl and unable to Share or Join a meeting over the eBeam meeting server.	<ul style="list-style-type: none"> If you are attempting to share a meeting, make sure that you have the interactive receiver connected. If your network/internet connection is behind a firewall or proxy server, you must set up the proxy server. See Proxy Server Setup. <p>Even if you think you aren't behind a proxy server/firewall, you might be. Your ISP might have a firewall set up, causing this problem.</p> <p>If you suspect that is the case, try the following:</p> <ul style="list-style-type: none"> Add a new server (see Adding a Meeting Server) with a DNS: meetings.e-beam.com, and port: 443.
Unable to see shared meeting names in the Join Meeting dialog box.	<ul style="list-style-type: none"> When the meeting host shares the meeting through the Share Meeting dialog box (see Hosting/Sharing a Meeting), they can select whether or not to publish the meeting name. If the meeting name is published, then it will show up in the Join Meeting dialog box. If the meeting name is not published, then other meeting participants must manually type the meeting name into the meeting name text box. To publish the meeting name, make sure that the Publish meeting name checkbox in the Share Meeting dialog box is checked. Does your intranet have a proxy server/firewall? Most intranets do. If you have not done so, enable your proxy server. See Proxy Server Setup.
How do I set up the proxy server?	<ul style="list-style-type: none"> See Proxy Server Setup.
Participant is unable to see Capture elements in the Capture Page during a shared meeting, or participant unable to see Capture elements moved, resized, or rotated in the Capture Page during a shared meeting.	<p>Versions 1.0 and later of this software are not fully compatible with previous versions. During a shared meeting, participants running previous versions will not be able to see when annotation elements are moved, rotated, resized, etc.</p>
I'm the host in a meeting but when I change Pages the Participant Pages are not changing automatically.	<p>Synchronize the participants by either:</p> <ul style="list-style-type: none"> checking Synchronize Remote Participants When Meeting Starts in the Share Meeting dialog box, or selecting the participant name and choosing the Synchronize button from the Participants dialog.